 <b>Missouri Department of Natural Resources Administrative Policies and Procedures</b>		
<b>Chapter 6 Use of State Vehicles Policy</b>		
<b>Accident Reporting Procedures</b>	<b>Effective date</b>	<b>Revised</b>
<b>Number: 6.01-02</b>	<b>December 21, 2005</b>	

## REFERENCE

Missouri Uniform Accident Report Preparation manual for the Statewide Traffic Accident Records System (STARS).

*In Case of Accident* – Office of Administration Risk Management Pamphlet

## GENERAL PROVISIONS

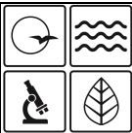
Department employees involved in an accident while operating a state owned vehicle will immediately notify the appropriate law enforcement agency and request that they conduct an investigation and provide the department a copy of the completed accident report form when it becomes available. Appropriate agencies are as follows:

- In city or town: the local police department\*
- On state highways: the Missouri State Highway Patrol
- Rural roads: the appropriate sheriff's department\*
- State Park roads: the park ranger, if one is assigned to the park. If not, contact the facility administrator. The facility administrator will assist with contacting a Park Ranger or other law enforcement agency.

\* Note: Upon request, the Highway Patrol will investigate vehicle accidents involving state vehicles if local police or sheriff's departments will not investigate. It is preferable that the local police or sheriff contact the Highway Patrol, however the state vehicle driver may contact them directly if necessary.

Notify your supervisor about an accident as soon as possible, but not to exceed 24 hours or the next working day. The employee or supervisor will:

- notify the DNR General Services Program at (573) 751-2480, of the accident.
- notify the Office of Administration, Risk Management Section at (573) 751-2837.
- complete an Automobile Loss Notice Report. One copy of the report should be submitted directly to the Office of Administration, Risk Management Section, P.O. Box 809, Jefferson City, MO 65102 or fax (573) 751-5262. Copies shall be routed through the employee's supervisor to the DNR General Services Program, Fleet Manager.
- complete the appropriate Worker's Compensation forms if an injury occurred.

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As soon as possible, but not to exceed 15 calendar days, the employee or the employee's program will:

- contact the law enforcement agency that investigated the accident and obtain a copy of the accident report.
- forward copies of the report to the Office of Administration, Risk Management Section and the department's General Services Program, Fleet Manager.